



MASTER DIRECTIVE FILES
UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE, FMF

UNIT 35601

FPO AP 96806-5601

ForC 1754.1A

7

22 Mar 95

FORCE ORDER 1754.1A

From: Commanding General
To: Distribution List

Subj: MARINE CORPS KEY VOLUNTEER NETWORK PROGRAM

Ref: (a) MCO 1754.1
(b) MCO 1754.2A

Encl: (1) Duties of Family Readiness Officers
(2) Duties of the Marine Corps Key Volunteer Coordinator
(3) Duties of the Marine Corps Key Volunteers
(4) Appointment Letter Guidelines
(5) Gratuitous Service Agreement
(6) Sample Claim for Reimbursement for Expenditures on Official Business (Standard Form 1164)

1. Purpose. To establish basic guidance for the formation of Key Volunteer Network within III MEF, which is open to all Marine Corps-affiliated volunteers, and to provide basic guidance for funding, training, and administration of activities as the commanding officer's volunteer family support and communication network.

2. Cancellation. ForO 1754.1.

3. Summary of Revision. This order has been rewritten in its entirety and should be completely reviewed.

4. Background. The Key Volunteer Network Program is directed by CMC and is authorized under the Family Readiness Support Program by references (a) and (b). This allows commanders to provide required support for an effective command program.

5. Policy. The Key Volunteer Network is an official Marine Corps family support initiative and is a major component of Family Readiness Support Program. Accordingly, it is an official Marine Corps activity, and not a private organization. The role of the Marine Corps Key Volunteer Network is to support and assist the commander by providing improved communication between the command and the families of Marines and other service personnel, by developing a support network among families within the unit, and by establishing a focal point for information and referral to appropriate helping agencies. Only general guidance will be provided in this directive. Commanders will tailor their units program to achieve their unique needs.

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a. Structure

(1) Commanding Officer (CO). The CO determines the direction of the Key Volunteer Network based on the needs of the unit's families. The CO selects and appoints the unit's Key Volunteer Coordinator and Key Volunteers. In addition, the CO maintains regular contact with the Coordinator and the Family Readiness Officer.

(2) Family Readiness Officer (FRO). The FRO is a military member of the unit and is appointed in writing by the CO. The FRO provides oversight and coordination regarding all family readiness issues. The FRO is the military point of contact for routine matters, between the unit and members of the Key Volunteer Network. Normal duties are outlined in enclosure (1).

(3) Key Volunteer Coordinator. A key volunteer coordinator is selected by the Commanding Officer and is directly responsible to him/her for consultation to subordinate units on benefits of the program, coordination of roles and activities of Key Volunteers, and scheduling of Key Volunteer training with the Family Readiness Support Program Coordinator (Family Service Center, Camp Lester). Duties of the Key Volunteer Coordinator are outlined in enclosure (2).

(4) Key Volunteers. Volunteers assigned within the unit are spouses selected by the commanding officer for their communication skills and willingness to assist the unit as an active link between the unit, the servicemember's family, and the various support organizations. Selection is based, in part, on possession of an acceptable mix of maturity, judgement, discretion, reliability, and attitude. Duties are outlined in enclosure (3).

(5) Key Volunteer Advisor (optional). The Key Volunteer advisor position is a valuable one. CO's may fill this position with their own spouse, the spouse of a senior SNCO, or of the spouse of another senior member in the unit. The Advisor acts as a mentor for the Key Volunteer Coordinator and the Key Volunteers by providing advice and support.

b. Chain of Command. There is no strict "chain of command" or hierarchy in this program. Levels are established for coordination and assistance.

c. Constituency. The program is designed to serve all members of the command, regardless of status or rank. For example, medical and dental personnel are considered part of the Marine Corps Family and will be included.

d. Selection. This part of the Key Volunteer Network is critical to the effectiveness of the program. Commanders should

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tailor the position requirements to meet the needs of the command and should establish an application and screening process. The availability and duties of the positions should be made known to all command spouses, and interested spouses should be invited to apply. Upon selection, appointments will be in writing using enclosure (4) as a guide. Commanders will ensure acceptance of a gratuitous service agreement (enclosure (5)), before issuance of a Certificate of Appointment. Blank Certificates of Appointment will be provided by the Assistant Chief of Staff (G-1) for completion by the unit commanding officer.

e. Confidentiality. There is no privileged communication between Key Volunteer Coordinators or Key Volunteers and any person utilizing the Key Volunteer Network. However, care must be taken when serious abuse occurs, when embarrassing situations may arise, when extensive media coverage is expected, when a serious crime has been committed, when disciplinary action may be taken, or any time a Key Volunteer Coordinator brings sensitive family problems to the attention of the commander. Confidentiality is critical to the integrity of the Key Volunteers. All contact between Key Volunteer Coordinators/Key Volunteers and a service member's family member will be given special handling, to make sure that only persons with a "need to know" learn of any sensitive information. A breach of confidentiality is cause for relief from a Key Volunteers position.

6. Action

a. Commanding Generals of 3d Marine Division, 1st Marine Aircraft Wing, 3d Force Service Support Group, and CO's of 31st Marine Expeditionary Unit (SOC), 3d Surveillance, Reconnaissance, Intelligence Group, and 7th Communications Battalion will establish a Key Volunteers Network Program. The program will be tailored to the command, and be as extensive as deemed appropriate. Some specific items which should be considered are:

(1) Select and appoint, by letter, a Family Readiness Officer, a Key Volunteer Coordinator, and Key Volunteers to provide liaison between the commanding officer, the volunteer network, and the various support agencies established.

(2) Develop a funding plan to support the program. Typical funding sources and Expenditures are outlined in paragraph 7, below.

(3) Provide essential administrative support at government expense to include local transportation, office space, telephone services, storage space, office supplies, Local Area Network support, etc.

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(4) Provide reimbursement for incidental expenses from non-appropriated funds.

(5) Provide the Marine Corps Key Volunteer Network.

b. A council consisting of the Family Readiness Officer and Key Volunteer Coordinators from 3d Marine Division, 3d Force Service Support Group, 1st Marine Aircraft Wing, 31st Marine Expeditionary Unit (SOC), 3d Surveillance, Reconnaissance, Intelligence Group, and 7th Communications Battalion will meet each quarter with the Commanding General, III Marine Expeditionary Force or his direct representative. The purpose of this council will be to share and discuss new issues.

7. Resources

a. Appropriated Funds. Appropriated funds are authorized to support the program. This support includes administrative support such as office supplies, computers, a telephone answering machine, storage space, telephone service, and use of official mail. These requirements must be consolidated, budgeted, and submitted per local instructions. These requirements should be clearly labeled to show use by the Key Volunteer Network Program, vice normal administrative support.

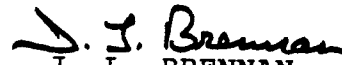
b. Non-Appropriated Funds. Non-Appropriated funds will be used only for specific support not authorized under appropriated funds. This includes reimbursement for incidental expenses of the Key Volunteer Network, such as child care (not to exceed the local rate of the Child Development Center), mileage of privately owned vehicle (at government rate), parking and tolls when supported by proper receipts, telephone calls (not otherwise covered), and invitational travel orders when in performance of official duties as a member of the Key Volunteer Network. The unit Key Volunteer Coordinator will be responsible for monitoring and verifying the expense as official business in support of the unit network.

(1) Request for Reimbursement All requests for reimbursement will be submitted to the unit Key Volunteer Coordinator for verification and consolidation. After logging the claim into an established record log and verifying that the claims are from authorized/designated key volunteers, the Key Volunteer Coordinator will submit the claim to the commander or his/her designated representative for approval and signature. Enclosure (6), SF 1164 (Rev 11-77), provides a sample claim. The minimum total amount of an individual claim will be no less than \$10.00. After the claim is signed, it can be mailed or hand delivered to the Morale, Welfare, and Recreation Accounting Service Branch (MASB), building 5604, Camp Foster. The hours of operation are 0800-1100/1330-1600. Mailing address is: MASB, Accounts Payable, PSC 557 Box 137, FPO AP 96379-0317.

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(2) Payment. Payment will be made by check and mailed to the claimant. Any inquires regarding the status of payments should be made only by the Key Volunteers Coordinator to the MASB Accounts Payable section.

8. Accountability. Monitoring and inspection of the Key Volunteer Program is the responsibility of the Assistant Chief of Staff, G-1.


J. L. BRENNAN
Chief of Staff

DISTRIBUTION: A/D

Copy to: Dir, FSC, MCB, Camp S. D. Butler

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DUTIES OF FAMILY READINESS OFFICERS

1. Serve as the military point of contact, for routine matters, between the unit and members of the Key Volunteer Network, This is especially important during deployments.
2. Work with the Key Volunteer Coordinator regarding family readiness matters.
3. Assist in providing administrative and logistical support for the unit's Key Volunteer Network.
4. Educate Marines in the unit on family readiness responsibilities.
5. Maintain contact with the Director of the Family Readiness Support Program Coordinator, and become thoroughly familiar with the FSC's programs, training, and services.
6. Provide liaison for the Key Volunteer network with other military organizations, e.g., the disbursing office, the base post office, etc.
7. Maintain a consolidated unit family readiness roster, including names, addresses, and phone numbers of family members, and periodically provide an updated roster to the Key Volunteer Coordinator.
8. Maintain a current roster of all Key Volunteers in the unit. Provide a copy of the current roster to the FSC on a quarterly, or more frequent basis, as needed.
9. When assigned as the FRO at the regimental/group level or higher, serve in the installation's Family Readiness Support Council.
10. Perform other duties as determined by the CO.

ENCLOSURE (1)

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DUTIES OF THE MARINE CORPS KEY VOLUNTEER COORDINATOR

- * Providing the link between the servicemember's family, the commanding officer, and the various support organizations designed to assist the family.
- * Providing recommendations to their commander on utilization of the Marine Corps Key Volunteer Network and appropriate selection and use of Marine Corps Key Volunteers.
- * Establishing a newsletter in conjunction with other command Key Volunteer Coordinators and Family Readiness Support Program Coordinators.
- * Participating in Marine Corps Family Readiness Support Program Council Meetings. Times/ dates for the quarterly council meetings will be published under separate correspondence.
- * Keeping the next higher command Key Volunteer Coordinator notified, regarding Key Volunteers activities.
- * Establish, publish, and maintain a 24-hour answering service through use of a command provided answering machine.
- * Coordinating training for Marine Corps Key Volunteers with other Key Volunteer Coordinators and the Family Readiness Support Program Coordinator, at the Family Service center (FSC).

ENCLOSURE (2)

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DUTIES OF THE MARINE CORPS KEY VOLUNTEERS

- * Maintain a family support and communication network within the command.
- * Assist incoming military personnel and their families, and ensure they are aware of services available to them.
- * Match family needs to available resources.
- * Maintain a current roster with addresses of family members.
- * Organize and Maintain a "Telephone Tree"
- * Provide information and feedback to the command's Key Volunteer Coordinator.
- * Organize support structures.
- * Provide referrals for obtaining professional assistance from available base and community resources.

ENCLOSURE (3)

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APPOINTMENT LETTER GUIDELINES

1. Appointment letters should be personal letters from the commanding general/commanding officer to the appointed volunteer.

2. The following elements should be contained in each letter:

a. Statement of appointment as a Key Volunteer or a Key Volunteer Coordinator within the command.

b. Effective date and term of appointment.

c. Duties of the position (see enclosure (2) of this order).

d. Explanation of the gratuitous nature of the position and request to execute a Gratuitous Service Agreement (see enclosure (4) of this order). The following language is suggested:

"Your service as Marine Corps Key Wives Volunteer/Key Volunteer Coordinator will be performed on a gratuitous basis (i.e., without compensation). Any reimbursement for incidental expenses will be subject to the availability of non-appropriated funds. Your status as a volunteer has some legal implications, which are outlined in the gratuitous service agreement, enclosure (4). I ask that you carefully read that document, and if you completely understand and agree to its terms, sign and return it to me. For assistance, please contact _____."

3. Each letter should include as enclosures, a copy of this Order, a listing of command Key Volunteers and Key Volunteer Coordinators, a listing of key command personnel, and gratuitous service agreement, to be executed by the volunteer.

4. Copies of appointment letters should be sent to the Key Volunteer Coordinator, next in the chain of command, and to the Family Readiness Support Program Coordinator, at the Family Service Center.

ENCLOSURE (4)

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GRATUITOUS SERVICE AGREEMENT

GRATUITOUS SERVICE AGREEMENT BETWEEN _____ AND

(Volunteer's Name)

STATEMENT OF UNDERSTANDING. This is gratuitous service agreement made for the purpose of providing services to _____ (command) as part of its Family Readiness Support Program. The following conditions apply:

1. Gratuitous service is entirely without paid compensation.
2. Gratuitous workers are not considered Federal employees for any purpose other than the Tort Claims provisions of Chapter 171 of Title 28 U.S. Code and for the purpose of relating to the compensation for work-related injuries provided under Chapter 81 of Title 5, U.S. Code.
3. Gratuitous service confers neither civil service status nor any entitlement to future employment with any Federal organization or agency.
4. Gratuitous service may be terminated at any time at the discretion of the host activity.
5. Gratuitous service may not be used as an alternative to paid employment for the volunteer or any other person.
6. The service will be performed at _____ and will involve work experience in such areas as _____. Service is expected to comprise _____ hours per _____ and is expected to last for the period _____.

(Volunteer)_____
(Command Representative)_____
(Date)_____
(Date)

SAMPLE CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS
(STANDARD FORM 1164)

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ENCLOSURE (6)

ENCLOSURE (6)

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